

Learning Module 5

Corrections:

SIRS Researcher and Discoverer sent me to the First Search page, where neither of these were listed.

http://www.proquestk12.com/productinfo/sirs_knowledgesource.shtml

UN List of Statistical Yearbooks and National Statistics Offices: <http://unstats.un.org/unsd/pubs/>

Washington Information Directory – No login available

Ready Reference: Almanacs, Yearbooks, Handbooks, Manuals and Directories

Characteristics of Ready Reference Sources

- These sources are often referred to as ready reference sources since they are used to answer ready reference questions which consist of quick questions with short answers.
 - These are the most common types of queries in libraries, barring directional questions.
 - Ready reference questions could turn into more involved queries if the query itself is only a starting point for research.
- provide brief factual responses to questions since they are already summaries, concordances and directories to other items

Almanacs

- first appeared in the 16-17th centuries as calendars
- later included statistics and brief factual information on history, politics and current events
- generally broad in geographic and subject coverage
- often published annually, but contain historical material as well as current
- can be used to answer trivia style questions
- often briefly indexed

Yearbooks

- published annually
- contain a summary of events and statistics for the previous year

- often associated with encyclopedias, which issue a yearbook as a supplement between major editions
- useful for answering questions about events in the previous year
- often have extensive indexes

Handbooks and Manuals

- guides to information about people, events and trends on a single subject
- a comprehensive review of a particular topic
- often include examples and illustrations

Directories

- an information source providing a systematic list of people, places or things
- may be alphabetical or subject based orderings
- general or specialised
- subject specific

Evaluation of Almanacs, Yearbooks, Handbooks, Manuals and Directories

- accuracy: who is the publisher? what sources are cited? does the information match that in similar sources? where and how is the information gathered?
- arrangement: how is the source organised? is there an index? for online sources, is there a good search engine are there indexes?
- indexing: the more types of indexes, the better (e.g. name index, time indexes, subject indexes, etc)
- documentation: good reference works cite their sources, there should be indications of where the user can search for more information
- scope: what organisations, geographical areas, topics, or types of individuals are included?
- comprehensiveness: an almanac, yearbook, handbook or manual needs to have sufficient coverage of the topic to be worthwhile
- uniqueness: a ready reference source needs to offer something new in order for it to be worthwhile (e.g. novel presentation, better indexing)
- format: print versus electronic, online directories
 - print resources can be fun to read and easier to handle while engaging in a hobby or activity, but electronic resources are easily searchable
- currency: print references date quickly, but online references are only as good as their update schedule

Selection of Almanacs, Yearbooks, Handbooks, Manuals and Directories

- needs of user community
- material with local interest
- purpose of the library (public, school, academic, special)
- almanacs and yearbooks contain similar information but present it differently, presentation of information in different formats can be key to understanding
- tend to be low cost books which can be quickly used to answer ready reference questions
- many such questions can be answered quickly using online reference materials (e.g. [Refdesk](#) and the [Internet Public Library](#))
- hobby reference works are extremely popular, all public libraries will have some hobby reference material (esp. car repair manuals, craft books, game/card books and manuals for various outdoor activities)

Search Strategies

- first need to identify which source is best for the user's needs
 - almanacs: cover statistics and trivia including older material
 - yearbooks: similar to almanacs but concentrate on the specified year
 - manuals and handbooks: cover the given topic in some depth
 - directories: location/contact information for the given topic/subject
- ready reference materials provide short, factual answers to user questions, if the user is seeking the answer to a trivia style question or instructions on how to perform a task, this may be the best place to start a search
- for current information, electronic sources may be best, but this depends on the frequency of updates of the electronic source as well

Most Commonly Used Ready Reference Sources in the US

- Statistical Abstracts of the United States <http://www.census.gov/compendia/statab/>
- The World Almanac <http://www.worldalmanac.com/blog/>
- The World Book Encyclopedia

Print Vs. Digital?

- Use the source where the most accurate answer can be found.

Electronic Ready Reference Collections

- Community Resource Database of Long Island <http://www.crdli.org/>

- Gale Virtual Reference Library
http://cwplib.proxy.liu.edu/login?url=http://infotrac.galegroup.com/itweb/nysl_li_liu?id=longisland&db=GVRL
- Internet Library for Librarians <http://www.itcompany.com/inforetriever/index.htm>
- Internet Public Library - Ready Reference
<http://www.ipl.org/div/subject/browse/ref00.00.00>
- Michigan Electronic Library - Reference <http://www.mel.lib.mi.us/SPT--BrowseResources.php?ParentId=185>
- Refdesk.com <http://www.refdesk.com>
- Virtual Reference Shelf - Library of Congress <http://www.loc.gov/rr/askalib/virtualref.html>

Types of Ready Reference Sources

- Almanacs
- Yearbooks
- Handbooks
- Manuals
- Statistical Sources
- Directories
- Specialty Sources

Almanacs

- The Old Farmer's Almanac <http://www.almanac.com/>
 - Information Please Almanac <http://www.infoplease.com/>
 - World Almanac
<http://newfirstsearch.oclc.org/dbname=WorldAlmanac;done=referer;FSIP> (on campus only)
 - The World Almanac for Kids <http://www.worldalmanacforkids.com/WAKI-Home.aspx>
- (samples)
- The New York Times Almanac
 - Wall Street Journal Almanac
 - Whitaker's Almanac <http://www.whitakersalmanack.co.uk/> (sample sections)
 - The Cambridge Factfinder
 - Canadian Almanac & Directory 2007 (160th Edition) - a combined almanac and directory (bilingual English/French)
 - International Motion Picture Almanac
 - Almanac of American Politics
 - Places Rated Almanac
 - The NEA Almanac of Higher Education
 - Sports Illustrated Sports Almanac

- Gale Group Almanacs [via Gale Virtual Reference Library](#)
 - African American Almanac
[http://cwplib.proxy.liu.edu/login?url=http://galenet.galegroup.com/servlet/eBooks?ste=22&docNum=CX3410499999&q=nysl li liu](http://cwplib.proxy.liu.edu/login?url=http://galenet.galegroup.com/servlet/eBooks?ste=22&docNum=CX3410499999&q=nysl%20li%20liu)
 - Weather Almanac
[http://cwplib.proxy.liu.edu/login?url=http://galenet.galegroup.com/servlet/eBooks?ste=22&docNum=CX3409599999&q=nysl li liu](http://cwplib.proxy.liu.edu/login?url=http://galenet.galegroup.com/servlet/eBooks?ste=22&docNum=CX3409599999&q=nysl%20li%20liu)

Yearbooks

- Britannica Book of the Year
- Facts on File (C.W. Post Main Reference D410 .F32x OVSZ)
- Europa World Year Book
- The Statesman's Yearbook
- CIA World Factbook <https://www.cia.gov/library/publications/the-world-factbook/>
- The Canada Year Book
- Countries of the World and their Leaders 2006
[http://cwplib.proxy.liu.edu/login?url=http://galenet.galegroup.com/servlet/eBooks?ste=22&docNum=CX3444699999&q=nysl li liu](http://cwplib.proxy.liu.edu/login?url=http://galenet.galegroup.com/servlet/eBooks?ste=22&docNum=CX3444699999&q=nysl%20li%20liu)
- McGraw Hill Yearbook of Science and Technology
- Yearbook of the UN (C.W. Post Main Reference Annex Level BJX1977.A37 Y4)
- Chase's Annual Events (C.W. Post Main Reference GT4803 .C48)
- Bowker Annual of Library and Book Trade (C.W. Post Main Circulation Z731 .A47)
- SIRS Researcher via <http://newfirstsearch.oclc.org/FSIP>
- SIRS Discoverer via <http://newfirstsearch.oclc.org/FSIP> (the children's edition)
- The New York Red Book: Legislative Manual of the State (JK3430 .N5) The 1892 version can be seen online <http://www.nysl.nysed.gov/scandoclinks/OCM01642672.htm>

Handbooks and Manuals

- General Handbooks
 - The New York Public Library Desk Reference
 - Famous First Facts, Joseph Nathan Kane (C.W. Post Main Reference AG5 .K315 2006)
 - Famous First Facts, International Edition, Steven Anzovin
 - Chase's Calendar of Events
 - The Folklore of World Holidays
 - Guinness World Records <http://www.guinnessworldrecords.com/>
 - Handbook of Research on Multicultural Education (C.W. Post Main Circulation LC1099.3 .H35 2004 OVSZ)
- Historical Handbooks
 - Outline of American History
<http://usinfo.state.gov/products/pubs/histryotln/index.htm>
 - Documents of American History (C.W. Post Main Reference E173 .C66 1973b)

- Album of American History (C.W. Post Main Reference E178.5 .A482)
 - Oxford Companion to American History (C.W. Post Main Reference E174 .J6)
- Literary Handbooks
 - The Chicago Manual of Style
 - Emily Post's Etiquette
 - Robert's Rules of Order
 - Acronym Finder <http://www.acronymfinder.com/>
 - Books in Print <http://cwplib.proxy.liu.edu/login?url=http://www.booksinprint.com>
 - IPL: Style and Writing Guides <http://iopl.org/div/subject/browse/ref73.00.00/>
 - Benet, W.R. - The Reader's Encyclopedia (C.W. Post Main Reference PN41 .B4 1965)
 - Brewer's Dictionary of Phrase and Fable <http://www.bartleby.com/81/> or <http://cwplib.proxy.liu.edu/login?url=http://www.xreferplus.com/vol/205>
 - Bartlett, J. Familiar Quotations <http://www.bartleby.com/100/> (also from [Google Books](#))
 - Stevenson, B. E. Home Book of Quotations (C.W. Post Main Reference PN6081 .H635 1967bx)
 - Stevenson's Book of Verse
 - Stevenson's Book of Modern Verse
 - Stevenson's Book of Verse for Young Folks
 - Children's Literature Review
 - Something About the Author
 - Index to Children's Poetry
 - Gale Literary Index http://www.liu.edu/cwis/cwp/library/data_az.htm#g
 - Gale Literary Publications
 - Literature Online (LION) (ProQuest/Chadwyck-Healey) <http://cwplib.proxy.liu.edu/login?url=http://lion.chadwyck.com/>
 - Twentieth Century Authors (or other H.W. Wilson Guides)
 - Book Review Digest
- Political Handbooks
 - Congressional Quarterly <http://public.cq.com/>
 - United States Government Manual <http://www.gpoaccess.gov/gmanual/>
 - Taylor's Encyclopedia of Government Officials (C.W. Post Main Circulation JK6 .T36 OVSZ)
 - Governments of the World: A Global Guide to Citizen's Rights and Responsibilities via [Gale Virtual Reference Library](#)
- Business and Legal Handbooks
 - Hoover's Handbook of World Business
 - The Legal Researchers Desk Reference
 - Business Plans Handbooks via [Gale Virtual Reference Library](#)
 - Business Information Handbook via [Gale Virtual Reference Library](#)
- Medical Handbooks
 - Physician's Desk Reference
 - The Columbia University College of Physician's and Surgeons Complete Home Medical Guide
 - Mayo Clinic Family Health Book
 - The Merck Manual of Diagnosis and Therapy <http://www.merck.com/mmpe/>
- Science and Technology Handbooks
 - The Science and Technology Desk Reference

- CRC Handbook of Chemistry and Physics (C.W. Post Main Reference QD65 .H3)
- Internet Public Library - Science and Technology
<http://www.ipl.org/div/subject/browse/sci00.00.00/>

Statistical Sources

- United States
 - Statistical Abstracts of the United States
<http://www.census.gov/compendia/statab/>
 - Historical Statistics of the United States, Colonial Times to 1970. US Bureau of Census (current statistics at <http://www.census.gov/>)
 - US Census Bureau: State & County Quick Facts
<http://quickfacts.census.gov/qfd/index.html>
 - Electronic Library for Government Information
<http://www.liu.edu/cwis/cwp/library/gov/electlib.htm>
- World
 - United Nations Statistical Yearbook <http://unstats.un.org/unsd/default.htm>
 - UN Demographic Yearbook
<http://unstats.un.org/unsd/demographic/products/dyb/dyb2.htm>
 - UN Cyberschoolbus <http://www.un.org/Pubs/CyberSchoolBus/>
 - UN List of Statistical Yearbooks and National Statistics Offices
<http://unstats.un.org/unsd/methods/inter-natlinks/refs3.htm>
 - Global Statistics <http://www.xist.org/default1.aspx>
 - CIA World Factbook <https://www.cia.gov/library/publications/the-world-factbook/>

Directories

- General Directories
 - Directories in Print (C.W. Post Main Reference Z5771 .D55 OVSZ)
 - International Directories in Print (C.W. Post Center for Business Research Reference Z5771 .I59 OVSZ)
 - Gale's Ready Reference Shelf
http://cwplib.proxy.liu.edu/login?url=http://infotrac.galegroup.com/itweb/nysl_li_liu?id=longisland&db=GURL
- Library Directories
 - American Library Directory <http://www.americanlibrarydirectory.com/>
 - World Guide to Libraries (C.W. Post Main Reference Z721 .I63)
 - Directory of Special Libraries and Information Centers
 - Libweb: Library Servers via WWW <http://lists.webjunction.org/libweb/>
- Publisher Directories
 - Publishers Directory (C.W. Post Main Reference Z475 .B65)
 - American Book Trade Directory
 - Publishers, Distributors & Wholesalers of the United States
 - Publisher's Catalogues Home Page

- Literary Market Place
 - International Literary Market Place
- Education/Research Directories
 - The World of Learning (C.W. Post Main Reference AS2 .W6)
 - International Handbook of Universities
 - Commonwealth Universities Yearbook
 - National Faculty Directory
 - The College Blue Book
 - The HEP Higher Education Directory
 - Patterson's American Education
 - American School Directory
 - Research Centers Directory
 - International Research Centers Directory
- Foundation and Grants Directories
 - The Foundation Directory
 - The Foundation Grants Index
 - Annual Register of Grant Support
 - Foundations Online <http://wwwFOUNDATIONS.org/>
- Business Directories
 - Standard and Poor's Register of Corporations (C.W. Post Main Reference Annex Level BHG4057 .A4 OVSZ)
<http://uu2mk8se5u.search.serialssolutions.com/?V=1.0&L=UU2MK8SE5U&S=JCS&C=STANANDPOC&T=marc>
 - Dun & Bradstreet's Million Dollar Directory
 - Dun & Bradstreet's Dun's Market Identifiers
 - Dun & Bradstreet's Dun's Electronic Business Directory
 - Dun & Bradstreet's Companies Online <http://www.dnb.com/us/> (subscription required)
 - Thomas Register of American Manufacturers <http://www.thomasnet.com/>
 - World Chamber of Commerce Directory
 - Hoover's <http://www.hoovers.com/free/>
 - Web Site Source Book
 - Encyclopedia of Associations (C.W. Post Main Reference AS8 .E53 OVSZ)
 - Yearbook of International Organizations <http://www.uia.be/yearbook> (subscription required)
- Government Directories
 - Washington Information Directory <http://www.cqpress.com/product/Washington-Information-Directory-Online.html> (subscription only)
 - Write Your Representative <http://www.house.gov/writerep/>
 - Find Your MP (UK) <http://www.upmystreet.com/commons/l/>
 - Find Your MP using your Postal Code (Canada)
<http://www2.parl.gc.ca/Parlinfo/Compilations/HouseOfCommons/MemberByPostalCode.aspx?Menu=HOC>
 - Worldwide Government Directory <http://international-directories.cqpress.com/worldwide-government-directory/> (subscription only)
- General Directories
 - Telephone Directories <http://www.switchboard.com/> (and others, search to find directories for other countries)
 - Business Directories <http://www.yellowpages.com/>
- Specialised Directories
 - Asian Americans Information Directory

- African Americans Information Directory
- Hispanic Americans Information Directory
- Native Americans Information Directory
- Women's Information Directory

Specialty Sources

- Mechanical/Technical and Repair Manuals
 - Mitchell - Domestic Cars Service and Repair (ISBN 978-9991945460)
 - Chilton's Auto Repair Manuals (generic and by make and model)
 - Audel's Machinists (other Audel's Handbook- plumbing, electric, oil burners etc.)
 - 10w40 - The Ultimate Auto Repair Directory <http://www.10w40.com/> (user contributed)
 - National Electric Code
 - Jane's All the World's Aircraft
 - The Way Things Work, Macaulay
 - Rodale's Book of Practical Formulas
 - Henley's Formulas for Home and Workshop
- Food and Drink
 - Larousse - Gastronomique
 - Alexis Lichine's New Encyclopedia of Wines and Spirits
 - Food atlases
 - Food histories
 - Cookbooks (general or speciality)
- Travel, Rest and Retirement
 - Directory of Retirement Facilities
 - Country Inns and Back Roads
 - Woodall's Tent and Camping Guide
- Pets and Animal Care
 - AKC Complete Dog Book
 - World Encyclopedia of Cats
 - Concise Veterinary Dictionary (Merck)
- Gardening, Flowers, and Farms
 - The Ortho Problem Solver
 - Rodale's all New Encyclopedia of Organic Gardening
- Visual Arts - Painting, sculpture, architecture etc.
 - Encyclopedia of World Art
 - Dictionary of Art – Grove
- Collecting
 - The Official 200- Price Guide to Baseball Cards
 - The Overstreet Comic Book Grading Guide
 - The Official Blue Book of United States Coins 200
 - Yeoman - Handbook of United States Coins with Premium List
 - Reinfeld Catalogue of World's Most Popular Coins
 - Standard Catalog of World Paper Money
 - Chaffer - Collector's Handbook of Marks and Monograms on Pottery
 - Scott - Standard Postage Stamp Catalog or other
 - DeWein - Collectors Catalog

- World Sports and Games
 - Sports Rules Encyclopedia
- Television and Film
 - Complete Encyclopedia of Television Programs
 - Video Hounds Golden Movie Retriever
 - Video Source Book
 - International Television and Video Almanac
 - IMDB - Internet Movie Database <http://www.imdb.com/>
 - Wikipedia (individual articles on tv and movies)
 - The Theater World
 - The Best Plays of ----
 - New York Times Film Review
 - Contemporary Theater, Film and Television
 - Magill's Survey of Cinema
 - The Motion Picture Guide
 - International Motion Picture Guide
- Games
 - Scarne's Encyclopedia of Games
 - Random House Crossword Puzzle Dictionary
 - Hoyle's Card Games